

Introduction and Overview

#C1: Mandatory: The document shall include a table of contents that makes it easier to locate information in the document.

Table of Contents

1. Is a comprehensive table of contents provided to help the reader locate information in the document?

2. Are all pages in the document numbered or otherwise identified? _____
3. Do the page number references in the budget or electronic table of contents agree with the related page numbers in the budget or electronic submission? _____

#P1: The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues.

Strategic Goals and Strategies

1. Are non-financial policies/goals included? _____
2. Are these policies/goals included together in the Budget Message or in another section that is separate from the cabinet level/constitutional office sections? _____
3. Are other planning processes discussed and/or summarized? _____

#P2: The document should describe the state’s economic conditions and intergovernmental considerations that influence the decisions made in the development for the budget cycle.

Economic Outlook and Intergovernmental Considerations

1. Is the economic outlook and intergovernmental considerations addressed? _____
2. Does the document discuss how these items guide the development of the annual budget? _____

#P3: Mandatory: The document shall include a budget message that articulates priorities and issues for the budget cycle. The message should describe significant changes in priorities. The message may take one of several forms (e.g., transmittal letter, budget summary section, state of state speech).

Priorities and Issues

1. Does the message highlight the principal issues facing the state in developing the budget (e.g., policy issues, regulatory, and legislative challenges)? _____
2. Does the message describe the action to be taken to address these issues? _____
3. Does the message explain how the priorities for the current budget cycle differ from the priorities of the prior budget cycle? _____

#C2: Mandatory: The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (e.g., executive summary) or integrated within the transmittal letter or as a separate budget-in-brief document.

Budget Overview

1. Is an overview contained in the budget message/transmittal letter, executive summary, or in a separate budget-in-brief document? _____
2. Is summary information on significant budgetary items conveyed in an easy to read format? _____
3. Is summary information on budgetary trends provided? _____

Financial Structure, Policy and Process

#F1: The document should include and describe all funds that are subject to appropriation.

Fund Descriptions and Fund Structure

1. Is a narrative or graphic overview of the state’s budgetary fund structure included in the document?

2. Does the document indicate which funds are appropriated? (Other funds for which financial plans are prepared also may be included in the document.) _____

3. Does the document include a description of each individual major fund included within the document?

4. If additional or fewer funds are included in the audited financial statements, does the document indicate this fact? _____

Basis of Budgeting

#F2: The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis.

1. Is the basis of budgeting defined (*eg., modified accrual, cash, or accrual*) for all funds included in the document? _____
2. If the basis of budgeting is the same as the basis of accounting used in the state's audited financial statements, is that fact clearly stated? _____
3. If the basis of budgeting is not the same as the basis of accounting used in the state's audited financial statements, are the differences described? _____

Financial Policies

#P4: Mandatory: The document should include a coherent statement of state-wide long-term financial policies.

1. Is there a summary of financial policies and goals? _____
2. Do the financial policies include the state's definition of a balanced budget? _____
3. Are all financial policies presented in one place? _____

Budget Process

#P5: Mandatory: The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption.

1. Is a description of the process used to develop, review, and adopt the budget included in the document?

2. Is a budget calendar provided to supplement (not replace) the narrative information on the budget process?

3. Is a discussion of how the budget is amended provided in the budget document available to the public (including the budgetary level of control)? _____

Financial Summaries

Consolidated Financial Schedule

#F3: Mandatory: The document shall present a summary of major revenues and expenditures, (for the year(s) covered in the budget cycle), as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization.

1. Does the document include an overview of revenues and other financing sources and expenditures and other financing uses of all appropriated funds? _____
2. Are revenues and other financing sources and expenditures and other financing uses presented either (1) together in a single schedule OR (2) in separate but adjacent/sequential schedules OR (3) in a matrix?

3. Are revenues presented by major type in this schedule (*e.g., property taxes, intergovernmental, sales taxes, fees and charges*)? _____
4. Are expenditures presented by function, organizational unit, or object in this schedule? (For funds other than the main operating fund of the state, a presentation by fund normally would satisfy this requirement.)

Three/(Four) Year Consolidated and Fund Financial Schedules

#F4: Mandatory: The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and year(s) covered in the proposed budget cycle.

1. For annual budgets, are revenues and other financing sources and expenditures and other financing uses for the prior year, the current year, and the budget year presented together on the same schedule(s) or on schedules presented on adjacent/sequential pages? _____
2. Is this information presented for the appropriated funds in total (or for the state as a whole if no appropriated funds are included)? _____

3. _____
Is this information also presented at a minimum for each major fund and for other (i.e. nonmajor) funds in the aggregate (or for each significant fund and other funds in the aggregate if no appropriated funds are included)?
4. For biennial budgets, are revenues and other financing sources and expenditures and other financing uses for the prior year, the current year, and both budget years presented together on the same schedule(s) or on separate schedules presented on adjacent/sequential pages? _____

#F5: Mandatory: The document shall include projected changes in fund balances for appropriated governmental funds.

**Fund
Balance**

1. Does the document include the state's definition of fund balance? Is the fund balance information presented for the year(s) included in the budget cycle? _____
2. Is there a schedule showing (1) beginning fund balances, (2) increases and decreases in total fund balances (reported separately), and (3) ending fund balances for appropriated governmental funds? _____
3. Is this information presented at a minimum for each major fund and for nonmajor governmental funds in the aggregate? _____
4. If fund balances of any major fund or the nonmajor funds in the aggregate are anticipated to increase or decline by more than 10%, does the document include a discussion of the causes and/or consequences of these changes in fund balance? _____

#F6: Mandatory: The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends.

Revenues

1. Are individual revenue sources described? _____
2. Do the revenue sources that are described represent at least 75% of the total revenues of all appropriated funds? _____
3. Are the methods used to estimate revenues through the budget cycle described (*e.g., trend analysis, estimates from another government or consulting firm*)? _____
4. If revenues are projected based on trend information, are both those trends and the underlying assumptions adequately described? _____

#F7: The document should explain long-range financial plans and its effect upon the budget and the budget process.

**Long-range
Financial
Plans**

1. Are long-range financial plans identified? _____
2. Do the long-range financial plans show how many years into the future the projections are carried out? _____
3. What agency is responsible for the long-range financial projections? _____

Capital Debt

#F8. Mandatory: The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget.

**Capital
Expenditures**

1. Does the document define "capital expenditures"? _____
2. Does the document indicate the total dollar amount for sources and uses of capital for the budget cycle? _____
3. Describe and quantify major capital program areas (eg., transportation, education, prisons, etc)? (Information in a separate CIP document does not satisfy this criterion.) _____
4. Describe and quantify any large operating impacts for the major capital programs? _____

#F10: Mandatory: The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations.

Debt

1. If the state has legal debt limits: Are debt limits described? _____
Are the amounts of debt limits calculated? _____

2. If the state has no legal debt limits, is that fact clearly stated within the budget document?

3. Is the amount of principal and interest payments for the budget cycle shown for each major fund (for appropriated funds), for each significant unappropriated fund and for other funds in the aggregate?

4. Is the state's debt rating shown and discussed how has it changed over the last few years?

5. _____

Departmental Information

**Organization
Chart**

#O1: Mandatory: The document shall include an organization chart(s) for the entire state.

1. Is the organization chart provided which shows the entire state? _____

**Position
Summary
Schedule**

#O2: A schedule or summary table of personnel or position counts for prior, current and budgeted cycle year(s) shall be provided.

1. Is a summary table of position counts provided for entire state by cabinet level and constitutional office?

2. Does the table include the prior year, the current year, and budget cycle year(s) position counts?

3. Are changes in staffing levels for the budget cycle explained? _____
4. If there are no changes in staffing levels, is that item noted? _____

**Cabinet Level
and
Constitutional
Office
Descriptions**

#O3: Mandatory: The document shall describe activities, services or functions carried out by organizational units.

1. Does the document clearly present the cabinet levels and constitutional offices? _____
2. Does the document provide descriptions of each of those cabinet levels and constitutional offices?

**Cabinet Level
and
Constitutional
Office Goals
and Objectives**

#O4: The document should include clearly stated goals and objectives of organizational units (e.g., departments, divisions, offices or programs).

1. Are cabinet level and constitutional office goals and objectives identified? _____
2. Are cabinet level and constitutional office goals clearly linked to the overall goals of the state?

3. Are objectives quantifiable? _____
4. Are timeframes on objectives noted? _____

**Performance
Measures**

#O5: The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs.

1. Is performance data included for individual cabinet levels and constitutional offices in the document?

2. Does performance data directly relate to the stated goals and objectives of that unit? _____
3. Do performance measures focus on results and accomplishments (e.g., output measures, efficiency and effectiveness measures) rather than inputs (e.g., dollars spent)? _____

Document-wide Criteria

**Statistical/
Supplemental
Section**

#C3: The document should include statistical and supplemental data that describe the state.

1. Is statistical information that defines the state included in the document (e.g., population, composition of population, land area, and average household income)? _____
2. Is supplemental information on the state economy included in the document (e.g., major industries, top taxpayers, employment levels, and comparisons to other states)? _____
3. Is other pertinent information on the state (e.g., history, location, public safety, education, culture, recreation, transportation, healthcare, utilities, and governmental structure) included in the document?

#C4: A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader.

Glossary

1. Is a glossary that defines technical terms related to finance and accounting, as well as non-financial terms related to the state, included in the document? _____
2. Are acronyms or abbreviations used in the document defined in the glossary? _____
3. Is the glossary written in non-technical language? _____

#C5: Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident.

**Charts and
Graphs**

1. Are charts and graphs used in the document to convey essential information (*e.g., key policies, trends, choices and impacts*)? _____
2. Do the graphics supplement the information contained in the narratives? _____

#C6: The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs.

**Understand-
ability and
Usability**

1. Is page formatting consistent? _____
2. Are the main sections of the document easily identifiable? _____
3. Is the level of detail appropriate? _____
4. Are text, tables, and graphs legible? _____
5. Are budget numbers in the document accurate and consistent throughout the document? _____